



CITY•OF•BOUNTIFUL

NOTICE OF JOB OPENING ENGINEERING EXECUTIVE SECRETARY

Posting Date: March 14, 2013
Department: Engineering
Reports to: Public Works Director/City Engineer
Salary Range: Grade 7 (Starting at 14.25/Hour)
Position Type: Full-Time
How to Apply: Submit an Application for Employment to:
Bountiful City Engineering Department
790 S. 100 East, Bountiful, Utah 84010
before 6:00 P.M., April 11, 2013.

Overview:

Under general supervision, performs a full range of secretarial and administrative support functions for the Engineering Department.

Tasks:

Composes and types routine letters and memoranda; answers routine correspondence not requiring supervisor's attention, or routes it to appropriate staff; answers routine questions and furnishes information, when possible, to save supervisor's time; edits correspondence and reports; organizes and expedites flow of work for Engineers and Building Officials; schedules and prepares materials for meetings; May be required to assist the Department Head in coordinating administrative projects, tasks, and operations.

Acts as intermediary between the Department and the public, including screening telephone calls, and/or visitors and scheduling meetings/appointments; organizes/maintains files/records for supervisor and department, following up on pending matters; schedules use of department facilities; prepares/processes invoices, purchase orders, and requisitions to purchase equipment, materials, and supplies; may take/transcribe meeting minutes, coordinate with Planning Department other office personnel as needed.

This position is also the secretary for the building officials and as such works with the public and contractors in accepting building permit submittals, scheduling all building inspections, entering permit and inspection information into the computer, issuing permits and collecting/receipting fees, maintain building permit filing system, and other duties associated with the Building Department.

Knowledge, Skills and Other Characteristics:

Knowledge of office management practices and procedures.
Knowledge of general bookkeeping practices and procedures.
Knowledge of computer software, including Microsoft Word, Excel, Outlook, etc.
Knowledge of the layout of the City of Bountiful.
Ability to work with contractors to schedule building inspections.
Skill in following complex oral and written instructions, policies, and procedures.
Skill in operating a variety of office equipment, including word processor, computer terminal, typewriter, adding machine, and telephone.
Ability to maintain and handle confidential information.
Ability to work under pressure and be multi-task oriented.

Qualifications:

High School GED or equivalent AND experience equivalent to three (3) years full-time secretarial support work; completion of a post high school training program in Secretarial Science, Office Management, or closely related area may substitute for one (1) year of the required experience. Must be able to type 60 wpm net. Must have a valid Utah Operator's License.